

Infomet - Advertisement for Vacancy

Position Number	CC0004
Job Title	Project Leader / Administrator
Position	Project Leader / Administrator
Job Level	Senior
Company	Consultation Centre
Physical location	Head Office in Centurion River Falls Office Park, 263 Rose Street, Doringkloof, Centurion, 0157
Date of Appointment	Immediate
Type of Appointment	Permanent / Contractor
Purpose of the Job	The Project Leader/Manager is assigned to one or more (but typically one) business project. He coordinates all activities and resources of the project, up to the implementation of the required business and / or information system. He takes ultimate responsibility for delivery of the agreed project, except for the architectural aspect, which is primarily the responsibility of the Business Engineer. This threefold approach leads to what is called Joint Project Management (JPM), indicating the joint responsibility of the Architects, Change Managers and PM for the project.
Job Functions	<ul style="list-style-type: none"> • To ensure each component of the life cycle is performed optimally within the planned time scales. This includes not only the Architectural issues, but also the auxiliary/support systems like Change Management, Knowledge Representation, QA and Projects Management. • To manage and direct project staff. • To liaise with and report to the Co-ordinating Projects Manager to ensure conformance with the various parallel projects. • To plan manage, direct and control the project
Competencies	<p>To fulfill these responsibilities, project leaders typically should have the following expertise, training, and experience:</p> <ul style="list-style-type: none"> • Deep knowledge of and expertise in using management tasks techniques, and patterns. • Solid knowledge of and expertise in using management tools. • Solid knowledge of and expertise in risk management, configuration management, and change management. • Basic knowledge and expertise of quality engineering and metrics engineering. • Solid Understanding of the customer's business enterprise, strategic goals, and competition. • Proven ability to manage large teams and delegate authority. • Exceptional communication and negotiation skills including the ability to negotiate adequate resources (e.g., schedule, budget, staffing, tools, e.g., facilities). • Basic familiarity with the technology to be used on the project.



Knowledge and Skills	<ul style="list-style-type: none"> • Full understanding of the work methods and techniques within the INFOMET Specialists Project Management System. • Good understanding of the other INFOMET Specialists systems. • Management skills as several milestones and deliverables need to be achieved in terms of delivery. • Complete understanding of the full suite of management techniques. • Good understanding of the techniques from the other two areas of expertise. • Change Management • Staff management skills. • Cost benefit analysis techniques. • Joint Application Development (JAD) Facilitation • Presentation. • Communication skills to enable this candidate to communicate project progress at steering committee meetings • To consolidate skills and efforts of the project staff and ensure maximum contribution from everyone.
Experience	<ul style="list-style-type: none"> • Project Management. • Exposure to one or more of the classes of project management principles. The classes are things like a 'Time Box Approach', a 'Classical Waterfall Approach' or a 'Prototyping in Parallel Approach' A technique set to enable a project management approach to integrate naturally with an object-oriented business design approach and a change management approach. These techniques are supplemented with planning, estimation, contingency planning and enabling techniques. • Must have experience in motivating and measuring people from a delivery point of view. • The Project Leader must have experienced the effect of architecture in terms of project management, as three of the five influences on the business plan are affected by architecture. • Configuration of the project approach through using Life Cycle Configuration. • Must have experienced the effect of Organisation Behavioral consulting in terms of its influences on a project. • A Project Leader must be able to estimate progressively, which is largely based on experience. • Must be able to ensure that each component of the sub-project is performed optimally and within the planned parameters. • At least 5 years' experience in projects • Minimum 2 years' experience in project leadership
Industry Experience	<p>Financial Services and/or Banking, Investments, Insurance, etc. Retail Sector – Supply Chain Management, Logistics, Warehousing, Distribution, Retail, Procurement, Cost Modeling, Financial Modeling, etc. Manufacturing</p>
Location	<p>Head Office based in Centurion Will work offsite at Client Sites most of the time. Travelling in SA and Abroad for long term and short term projects from time to time – passport a must</p>
Education	<p>BSc Degree or Equivalent Master's Degree in Business Administration (MBA) or Equivalent Qualified Project Manager</p>
General	<p>Infomet Methodology – Training will be provided Must be able to work long hours under a tremendous amount of pressure without constant supervision.</p>
References	<p>References from the last 3 projects are compulsory and will be verified</p>
More Information	<p>Refer to the detailed adverts at www.infomet.com</p>



Enquiries & Applications Email Address	Submit written job applications; - together with resumes - together with previous employer references - Indicating when available for interviews – should it be required.
Applications: Closing Date	Not yet specified
Publishing date:	Immediately



